

2019 Building Management Calendar

JANUARY

1 New Year's Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

Annual Inspections:

- ◆ Category I: Elevator self-inspection—must be performed between now and Dec. 31 (see CHAP. 11). Statements and signatures from owner, inspecting agency, and witnessing agency.
- ◆ Lead paint inspections—must be performed between now and Dec. 31 (see CHAP. 23).

New York City property taxes—last day to pay the third quarterly or last semiannual installment of 2018–19 taxes to the Dept. of Finance (DOF).

Service Employees' International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.

15 NYC real property assessment application for reduction of 2019–20 assessment must be made between now and March 1 for Class 2 and 4 properties, and between now and March 15 for Class 1 property (see CHAP. 45).

Last day to deliver:

- ◆ Annual Notice: Protect Your Child from Lead Poisoning & Window Falls (English & Spanish versions) to current occupants (see CHAP. 23 & CHAP. 49).
- ◆ Fire & emergency safety plans to current occupants & building employees if you distribute them with the Annual Notice: Protect Your Child from Lead Poisoning & Window Falls (see CHAP. 14).

21 Dr. Martin Luther King Jr. Day

Holiday for:

- ◆ Service Employees' International Union (Local 32BJ).
- ◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

FEBRUARY

- 1** J-51 tax exemption & abatement program—first day to file applications with the Dept. of Housing Preservation and Development's (HPD) J-51 office for the first filing period in 2019.
- 12** **Lincoln's Birthday**
Holiday for: Sanitation Department workers'—no garbage pickup, no street cleaning.
- 15** Last day for:
Tenants to send back Annual Notice: Protect Your Child from Lead Poisoning & Window Falls (see CHAP. 23 & CHAP. 49).
- 18** **President's Day**
Holiday for:
◆ Service Employees' International Union (Local 32BJ).
◆ Sanitation Department workers'—no garbage pickup, no street cleaning.

MARCH

- 1** Starting today, owners must notify:
DOHMH of tenants who did not respond to the Annual Notice: Protect Your Child from Lead Poisoning & Window Falls (see CHAP. 23 & CHAP. 49).

Last day to apply for reduction of 2019–20 assessment on NYC real property assessment for Class 2 and 4 properties (see CHAP. 45).
- 15** J-51 tax exemption and abatement program—last day to file applications with HPD's J-51 office for the first filing period in 2019.

Last day to apply for reduction of 2019–20 assessment on NYC real property assessment for Class 1 property (see CHAP. 45).

APRIL

- 1** Last day to
◆ Pay NYC property taxes—last quarterly installment of 2018–19 taxes to DOF.
◆ File property registration forms with HPD for buildings with six or more apartments.

Service Employees' International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.

MAY

- 1** J-51 tax exemption and abatement program—first day to file applications with HPD’s J-51 office for the second filing period in 2019.
- Last day to submit annual water and energy benchmarking data to the city (see CHAP. 48).
- 27** **Memorial Day**
Holiday for:
- ◆ Service Employees’ International Union (Local 32BJ).
 - ◆ Sanitation Department workers’—no garbage pickup, no street cleaning.
- 31** Heating season ends (see CHAP. 19).

JUNE

- 1** Real Property Income & Expense Statement (RPIE)—last day to file annual RPIE with DOF.
- 15** J-51 tax exemption and abatement program—last day to file applications with HPD’s J-51 office for the second filing period in 2019.

JULY

- 1** New York City property taxes—last day to pay first quarterly or first semiannual installment of 2019–20 taxes to DOF.
- Service Employees’ International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.
- 4** **Independence Day**
Holiday for:
- ◆ Service Employees’ International Union (Local 32BJ).
 - ◆ Sanitation Department workers’—no garbage pickup, no street cleaning.
- 31** Water frontage rates and sewer rents due.

AUGUST

- 1** J-51 tax exemption and abatement program—first day to file applications with HPD’s J-51 office for the third filing period in 2019.

SEPTEMBER

- 1** Last day to file annual property registration forms with HPD (see Chap. 7).
- 2** **Labor Day**
Holiday for:
◆ Service Employees' International Union (Local 32BJ).
◆ Sanitation Department workers'—no garbage pickup, no street cleaning.
- 16** J-51 tax exemption and abatement program—last day to file applications with HPD's J-51 office for the third filing period in 2019.

OCTOBER

- 1** New rent guideline order goes into effect.
Heating season begins (see CHAP. 19).
NYC property taxes—last day to pay the second quarterly installment of 2019–20 property taxes to DOF.
Service Employees' International Union (Local 32BJ)—quarterly contribution to pension and welfare fund due. To avoid interest and penalties, pay by the end of this month.
- 12** Last day to distribute fire safety & emergency plans during Fire Prevention Week (Sun., Oct. 6 thru Sat., Oct. 12) if they are not distributed in January with Annual Notice: Protect Your Child from Lead Poisoning & Window Falls (see CHAP. 23 & CHAP. 49).
- 14** **Columbus Day Observed**
Holiday for:
◆ Service Employees' International Union (Local 32BJ).
◆ Sanitation Department workers'—no garbage pickup, no street cleaning.
- 24** New York City real property assessment—last day to file petition to review Tax Commission's final determination of 2019–20 real property assessment.

NOVEMBER

- 1** J-51 tax exemption and abatement program—first day to file applications with HPD's J-51 office for the fourth filing period in 2019.
- 5 Election Day**
 Holiday for:
 ♦ Service Employees' International Union (Local 32BJ).
 ♦ Sanitation Department workers'—no garbage pickup, no street cleaning.
- 11 Veterans Day Observed**
 Holiday for: Sanitation Department workers'—no garbage pickup, no street cleaning.
- 15** Boiler inspection for 2019—last day to officially perform. The owner's statement and inspection report must be filed with DOB within 45 days of inspection (see CHAP. 6).
- 16** Boiler inspection for 2020—must be performed between now and Nov. 15, 2019 (see CHAP. 6).
- 28 Thanksgiving Day**
 Holiday for:
 ♦ Service Employees' International Union (Local 32BJ).
 ♦ Sanitation Department workers'—no garbage pickup, no street cleaning.

DECEMBER

- 16** J-51 tax exemption and abatement program—last day to file applications with HPD's J-51 office for the fourth filing period in 2019.
- 25 Christmas Day**
 Holiday for:
 ♦ Service Employees' International Union (Local 32BJ).
 ♦ Sanitation Department workers'—no garbage pickup, no street cleaning.
- 31** Annual lead-based paint inspection—last day to perform (see CHAP. 23).
 Category I: Annual elevator inspection by third-party report—last day to file with DOB (see CHAP. 11). Statements and signatures from owner, inspecting agency, and witnessing agency.
 Annual bedbug report—last day to report bedbug infestation history to HPD (see CHAP. 13).